IDHS DIVISION OF TRAINING FIRE INSPECTOR II PRACTICAL SKILLS AND EXAMINATION HANDBOOK



EVALUATOR HANDBOOK FOR THE FIRE INSPECTOR II PRACTICAL SKILLS

FIRE INSPECTOR II PRACTICAL SKILLS AND EXAMINATION HANDBOOK

Skill Sheet # 1

Process a permit application, given a specific request, so that the application is evaluated and a permit is issued or denied in accordance with the applicable codes, standards, policies, and procedures of the jurisdiction. (NFPA 1031, 2009 Edition, 5.2.1)

Task: given a permit application for a specific request for an aerial fireworks display, process the application. Issue a permit or deny the permit based upon applicable codes, standards, policies and procedures.

Equipment & Materials

Application for aerial fireworks display

	Task Steps	
1.	Process a permit application with a specific request	
2.	Evaluate permit application in accordance with applicable codes and standards	
3.	Evaluate permit application in accordance with policies and procedures of the jurisdiction	
4.	Issue or deny permit based upon codes, standards, policies and procedures	
5.	Advice party in writing of approval or denial of permit	
6.	Provide justification of decision in written communication	

Prevent or prohibit any unsafe acts.

Contact the Lead Evaluator at any time with any questions

FIRE INSPECTOR II PRACTICAL SKILLS AND EXAMINATION HANDBOOK

Skill Sheet # 2

Process a plan review application, given a specific request, so that the application is evaluated and processed in accordance with the applicable policies and procedures of the jurisdiction.

(NFPA 1031, 2009 Edition, 5.2.2)

Equipment & Materials

Plan review application

	Task Steps
1.	Receive a plan review application
2.	Evaluate the plan review application
3.	Process plan review application according to applicable policies and procedures of the jurisdiction

Prevent or prohibit any unsafe acts.

Contact the Lead Evaluator at any time with any questions

FIRE INSPECTOR II PRACTICAL SKILLS AND EXAMINATION HANDBOOK

Skill Sheet # 3

Investigate complex complaints, given a reported situation or condition, so that complaint information is recorded, the investigation process is initiated, and the complaint is resolved. (*NFPA 1031, 2009 Edition, 5.2.3*)

Task: Having been informed of a complex fire safety complaint, candidate will record the information, initiate complaint response process, and resolve the complaint.

Equipment & Materials

• Scenario or actual situation where a common fire safety complaint has been made.

	Task Steps	
1.	Receive the complaint with attentiveness and concern	
2.	Record the complaint information for future reference	
3.	Confirm or research applicable codes and standards	
4.	Perform an investigation to confirm situation	
5.	Resolve complaint based upon policies, codes, and standards	
6.	Inform complainant in writing of action taken	

Prevent or prohibit any unsafe acts.

Contact the Lead Evaluator at any time with any questions

FIRE INSPECTOR II PRACTICAL SKILLS AND EXAMINATION HANDBOOK

Skill Sheet #4

Recommend modifications to codes and standards of the jurisdiction, given a fire safety issue, so that the proposed codes and standards are correctly written and address the problem, need or deficiency.

(NFPA 1031, 2009 Edition, 5.2.4)

Task: Make written recommendation to modify existing codes and standards of the jurisdiction. Choose a fire safety issue and make change recommendations that are properly written and address the problem, need or deficiency.

Equipment & Materials

Fire safety issue

	Task Steps	
1.	Address a fire safety issue with existing codes and standards	
2.	Make written recommendation to change code and /or standard	
3.	Properly write changes to code and/or standard	
4.	Make changes that address the problem, need or deficiency	

FIRE INSPECTOR II PRACTICAL SKILLS AND EXAMINATION HANDBOOK

Skill Sheet # 5

Recommend policies and procedures for the delivery of inspection services, given management objectives, so that the inspections are conducted in accordance with the policies of the jurisdiction and due process of the law is followed. (*NFPA* 1031, 2009 Edition, 5.2.5)

Task: Use management objectives to make written recommendation for policies and procedures for the delivery of inspection services. Adhere to policies of the jurisdiction and applicable laws.

Equipment & Materials

• Management objectives for delivery of inspection services

	Task Steps	
1.	Use management objectives for inspection delivery service to create recommendations	
2.	Make written recommendations for policies and procedures	
3.	Adhere to policies of the jurisdiction	
4.	Adhere to applicable laws	

Prevent or prohibit any unsafe acts.

Contact the Lead Evaluator at any time with any questions

FIRE INSPECTOR II PRACTICAL SKILLS AND EXAMINATION HANDBOOK

Skill Sheet # 6

Compute the maximum allowable occupant load of a multi-use building, given field observations or a description of its uses, so that the maximum allowable occupant load calculation is in accordance with applicable codes and standards.(*NFPA 1031, 2009 Edition, 5.3.1*)

Equipment & Materials

Filed observation or multi-use building description

	Task Steps	
1.	Calculate maximum occupant load for multi-use building	
2.	Utilize field observations or a description of occupancy	
3.	Use applicable codes and standards to establish occupant load	
4.	Utilize proper occupant load formula(s) for calculation	

FIRE INSPECTOR II PRACTICAL SKILLS AND EXAMINATION HANDBOOK

Skill Sheet # 7

Identify the occupancy classification of a mixed-use building, given a description of the uses, so that each area is classified in accordance with applicable codes and standards. (*NFPA* 1031, 2009 Edition, 5.3.2)

Equipment & Materials

• Field observations or multi-use building occupancy

	Task Steps	
1.	Identify occupancy classification of a mixed-use occupancy	
2.	Consider use of occupancy in occupancy classification	
3.	Utilize applicable codes and standards in classification	

IDHS DIVISION OF TRAINING FIRE INSPECTOR II

PRACTICAL SKILLS AND EXAMINATION HANDBOOK

Skill Sheet #8

Determine the building's area, height, occupancy classification, and construction type, given an approved plan, a description of the building, or observations of construction features, so that they are in accordance with applicable codes and standards. (*NFPA* 1031, 2009 Edition, 5.3.3)

Equipment & Materials

• Building plans or plan review

	Task Steps	
1.	Use plan review and observations, or a description to determine type of construction in a new building	
2.	Classify construction type in accordance the applicable codes and standards	

FIRE INSPECTOR II PRACTICAL SKILLS AND EXAMINATION HANDBOOK

Skill Sheet # 9

Evaluate fire protection systems and equipment provided for the protection of life safety, a building, or a facility, given field observations of the facility and documentation, the hazards protected, and the system specifications, so that the fire protection systems provide are approved of the occupancy or hazard being protected. Evaluate installation for compliance with applicable codes and standards so that deficiencies are identified, documented, and reported in accordance with the policies of the jurisdiction.

(NFPA 1031, 2009 Edition, 5.3.4)

Task: Use field observations, hazards protected, and system specifications to evaluate whether fire protection systems, provided are appropriate for the occupancy or hazard. Determine whether they are installed in compliance with applicable codes and standards. Identify, document and report deficiencies according to policy.

Equipment & Materials

 Field observations of a building or facility's fire protections system and equipment, including documentation, hazards protected and system specifications.

	Task Steps	
1.	Evaluate fire protection systems and equipment of a building or facility	
2.	Use field observations, test documentation, and system specifications to determine whether systems are installed in compliance with applicable codes and standards	
3.	Use field observations, test documentation, and system specifications to determine whether systems are appropriate to the occupancy or hazard protected	
4.	Identify deficiencies according to policies of jurisdiction	
5.	Document deficiencies according o polices of jurisdiction	
6.	Report deficiencies according to policies of jurisdiction	

Prevent or prohibit any unsafe acts.

Contact the Lead Evaluator at any time with any questions

FIRE INSPECTOR II PRACTICAL SKILLS AND EXAMINATION HANDBOOK

Skill Sheet # 10

Analyze the egress elements of a building or portion of a building, given observations made during a field inspection, so that means of egress elements are provided and location in accordance with applicable codes and standards and all deficiencies are identified, documented and reported in accordance with the polices of the jurisdiction.

(NFPA 1031, 2009 Edition, 5.3.5)

Equipment & Materials

• Field observations of egress elements of a building or portion thereof.

	Task Steps	
1.	Analyze egress elements of a building or portion thereof	
2.	Use field observations to verify that means of egress elements are provided in accordance with applicable codes and standards	
3.	Use field observations to verify that egress elements are located in accordance with applicable codes and standards	
4.	Identify deficiencies according to polices of jurisdiction	
5.	Documents deficiencies according to polices of jurisdiction	
6.	Report deficiencies according to policies of jurisdiction	

Prevent or prohibit any unsafe acts.

Contact the Lead Evaluator at any time with any questions

FIRE INSPECTOR II PRACTICAL SKILLS AND EXAMINATION HANDBOOK

Skill Sheet # 11

Evaluate hazardous conditions involving equipment, processes, and operations, given field observations and documentation, so that the equipment, processes or operations are installed in accordance with applicable codes and standards and all deficiencies are identified, documented, and reported in accordance with the policies of the jurisdiction. (NFPA 1031, 2009 Edition, 5.3.6)

Directions

For this skills evaluation checklist, students will need:

Equipment & Materials

 Field observations and appropriate documentation of installed equipment, processes and operations.

	Task Steps	
1.	Evaluate hazardous conditions involving equipment, processes, and operations	
2.	Use field observations to verify installation according to applicable codes and standards	
3.	Use appropriate documentation to verify installation according to applicable codes and standards	
4.	Identify deficiencies according to policies of jurisdiction	
5.	Document deficiencies according to polices of jurisdiction	
6.	Report deficiencies according to policies of jurisdiction	

FIRE INSPECTOR II PRACTICAL SKILLS AND EXAMINATION HANDBOOK

Skill Sheet # 12

Evaluate emergency planning and preparedness procedures, given copies of existing or proposed plans and procedures, to determine their applicability to the facility and their compliance with codes and standards. (NFPA 1031, 2009 Edition, 5.3.7)

Equipment & Materials

Copies of existing or proposed emergency plans and procedures for a facility.

	Task Steps	
1.	Evaluate emergency planning and preparedness procedures	
	Determine whether existing or proposed plans and procedures are applicable to the facility and comply with applicable codes and standards	

FIRE INSPECTOR II PRACTICAL SKILLS AND EXAMINATION HANDBOOK

Skill Sheet # 13

Verify code compliance for storage, handling, and use of flammable and combustible liquids and gases, given field observations and inspection guidelines from the authority having jurisdiction, so that applicable codes and standards are addressed and all deficiencies are identified, documented, and reported in accordance with the policies of the jurisdiction.

(NFPA 1031, 2009 Edition, 5.3.8)

Equipment & Materials

Field observations and inspection guidelines

	Task Steps	
1.	Verify code compliance for storage, handling, and use of flammable and combustible liquids	
2.	Verify code compliance for storage, handling, and use of flammable and combustible gases	
3.	Use field observations to determine code compliance	
4.	Use codes, standards and inspection guidelines from the authority having jurisdiction to determine compliance	
5.	Identify deficiencies according to jurisdiction policies	
6.	Document and report deficiencies according to policies	

Prevent or prohibit any unsafe acts.

Contact the Lead Evaluator at any time with any questions

FIRE INSPECTOR II PRACTICAL SKILLS AND EXAMINATION HANDBOOK

Skill Sheet # 14

Evaluate code compliance for the storage, handling and use of hazardous materials, given field observations, so that applicable codes and standards for each hazardous material encountered are properly addressed and all deficiencies are identified, documented and reported in accordance with the policies of the jurisdiction.

(NFPA 1031, 2009 Edition, 5.3.9)

Equipment & Materials

• Field observations of storage, handling and use of hazardous material

Task Steps	
1.	Verify code compliance for storage, handling and use of hazardous material
2.	Use field observations to determine code compliance
3.	Use codes, standards and policies to determine compliance
4.	Identify deficiencies according to codes, standards and policies
5.	Document and report deficiencies according to policies

Prevent or prohibit any unsafe acts.

Contact the Lead Evaluator at any time with any questions

FIRE INSPECTOR II PRACTICAL SKILLS AND EXAMINATION HANDBOOK

Skill Sheet # 15

Determine fire growth potential in a building or space, given field observations or plans, so that the contents, interior finish, and construction elements can be evaluated for compliance with applicable codes and standards and all deficiencies are identified, documented, and corrected in accordance with the policies of the jurisdiction.

(NFPA 1031, 2009 Edition, 5.3.10)

Equipment & Materials

Field observations or plans of a building or space

	Task Steps
1.	Determine fire growth potential in a building or space
2.	Use field observations or plans to establish potential for hazardous fire growth
3.	Evaluate contents, interior finish, and construction elements for compliance with applicable codes and standards
4.	Identify deficiencies contributing to this potential situation
5.	Document deficiencies contributing to this potential situation
6.	Correct deficiencies according to policies of the jurisdiction

Prevent or prohibit any unsafe acts.

Contact the Lead Evaluator at any time with any questions

FIRE INSPECTOR II PRACTICAL SKILLS AND EXAMINATION HANDBOOK

Skill Sheet # 16

Inspect emergency access for a site, given field observations, so that the required access for emergency responders is provided, approvals are issued, or deficiencies are identified (*NFPA* 1031, 2009 Edition, 5.3.11)

Task: Use field observations to confirm that required access for emergency responders is provided.

Equipment & Materials

Site field observations

Task Steps	
1.	Inspect emergency access for a site
2.	Use field observations to determine if access is provided
3.	Verify that emergency access approval has been issued
4.	Identify deficiencies according to codes, standards and policies
5.	Document deficiencies according to codes, standards and policies
6.	Correct deficiencies according to codes, standards and policies

IDHS DIVISION OF TRAINING FIRE INSPECTOR II

PRACTICAL SKILLS AND EXAMINATION HANDBOOK

Skill Sheet # 17

Verify compliance with construction documents, given a performance-based design, so that life safety system and building services equipment are installed, inspected and tested to perform as described in the engineering documents and the operations and maintenance manual that accompany the design, so that all deficiencies are identified, documented, and reported in accordance with the policies of the jurisdiction. (*NFPA* 1031, 2009 Edition, 5.3.12)

Equipment & Materials

Construction documents

Task Steps	
1.	Inspect construction documents for compliance
2.	Identify deficiencies according to codes, standards and policies
3.	Document deficiencies according to codes, standards and policies
4.	Correct deficiencies according to codes, standards and policies

Prevent or prohibit any unsafe acts.

Contact the Lead Evaluator at any time with any questions

FIRE INSPECTOR II PRACTICAL SKILLS AND EXAMINATION HANDBOOK

Skill Sheet # 18

Classify the occupancy type, given a set of plans, specifications, and a description of a building, so that the classification is made according to applicable codes and standards. (*NFPA* 1031, 2009 Edition, 5.4.1)

Equipment & Materials

• Plan specifications and description of building

Task Steps	
1.	Identify the occupancy classification of given occupancy
2.	Consider use of occupancy in occupancy classification
3.	Utilize applicable codes and standards in classification
4.	Use plans, specifications, and building description to classify

FIRE INSPECTOR II PRACTICAL SKILLS AND EXAMINATION HANDBOOK

Skill Sheet # 19

Compute the maximum allowable occupant load, given a floor plan of a building or portion of the building, so that the calculated occupant load is in accordance with applicable codes and standards.

(NFPA 1031, 2009 Edition, 5.4.2)

Equipment & Materials

Floor plan of a building or portion thereof

Task Steps	
1.	Calculate occupant load of a building or portion thereof
2.	Use floor plan to compute occupant load
3.	Calculate occupant load according to codes and standards

FIRE INSPECTOR II PRACTICAL SKILLS AND EXAMINATION HANDBOOK

Skill Sheet # 20

Review the proposed installation of fire protection systems, given shop drawings and system specification for a process or operation, so that the system is reviewed for code compliance and installed in accordance with the approved drawings, and all deficiencies are identified, documented and reported in accordance with the policies of the jurisdiction.

(NFPA 1031, 2009 Edition, 5.4.3)

Equipment & Materials

• Shop drawing and system specifications for a process or operation

	Task Steps
1.	Field verify the installation of a fire protection system
2.	Use shop drawings and system specifications for a process or operation
3.	Evaluate code compliance and installation in accordance with approved drawings
4.	Identify deficiencies according to policies of the jurisdiction
5.	Document deficiencies according to policies of jurisdiction
6.	Report deficiencies according to policies of the jurisdiction

Prevent or prohibit any unsafe acts.

Contact the Lead Evaluator at any time with any questions

FIRE INSPECTOR II PRACTICAL SKILLS AND EXAMINATION HANDBOOK

Skill Sheet # 21

Verify that means of egress elements are provided, given a floor plan of a building or portion of a building, so that all elements are identified and checked against applicable codes and standards and any deficiencies are discovered and communicated in accordance with the policies of the jurisdiction. (*NFPA* 1031, 2009 Edition, 5.4.4)

Equipment & Materials

Floor plan of a building or a portion thereof

Task Steps	
1.	Verify that egress elements are provided
2.	Use floor plan of building or portion thereof for verification
3.	Identify egress elements and check against applicable codes and standards
4.	Discover deficiencies according to policies of the jurisdiction
5.	Communicate deficiencies according to policies

FIRE INSPECTOR II PRACTICAL SKILLS AND EXAMINATION HANDBOOK

Skill Sheet # 22

Verify the construction type of a building or portion thereof, given a set of approved plans and specifications, so that the construction type complies with the approved plans and applicable codes and standards. (*NFPA 1031*, 2009 Edition, 5.4.5)

Equipment & Materials

• Approved plans and specifications for a building or portion thereof

Task Steps	
1.	Field verify construction type of a building or portion thereof
2.	Use approved plans to verify construction type
3.	Use approved specifications to verify construction type
4.	Ensure compliance with applicable codes and standards
5.	Verify that construction type complies with approved plans

Prevent or prohibit any unsafe acts.

Contact the Lead Evaluator at any time with any questions